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25 May 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Training - Weekly Report

I. Recent Activities

A. Meeting with NSC Representative

25X1A [ ] Several members of OTR's staff met on Friday, 18 May, with Mr. Ty [ ] of the NSC's Net Assessment Group. (Mr. [ ] is a former Agency employee, having worked as an analyst in OSR for about six months.) The meeting was held in response to a letter from Andrew Marshall, NSC/NAG, to the Director of Training regarding an NSC staff study aimed at determining the Intelligence Community's concept of its role in national policy-making. During the meeting there was a very probing exchange of views focusing on the analyst's view of how policy-making is accomplished and how policy contemplations and decisions are or are not communicated to the analyst so that he may provide analysis with appropriate options and implications.

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B. Survey of Intelligence Information Handling Systems

The three-week course began on 21 May with 33 participants from CIA, DIA, NSA, Army, Navy, and Air Force. Lieutenant General Samuel Phillips, Director of NSA, will be the concluding speaker for the class, on 8 June. This is probably the last information science course held entirely at the Defense Intelligence School, given the fact that we are under way with plans to open the fall schedule of courses in the Chamber of Commerce building.

C. Feedback on Records Management Training

A review of the first six runnings of the Files Procedures Seminar shows that of the 147 who attended, 75 sent in feedback reports on the use of this training in their offices. The reports indicate that the former students surveyed more than 1,600 cubic feet of office files and took 200 corrective actions, including the disposal of 250 cubic feet of obsolete material and the retirement of 150 cubic feet of inactive records to the Records Center.

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D. "The Energy Challenge" Program

About 450 persons attended the program held on Tuesday, 22 May, in the Headquarters Auditorium. Judging from comments by some of the attendees, the program was a success. Mr. Colby opened the morning session and was followed by a three-hour presentation on the technological forecast of the energy situation by Mr. Keith Doig, Vice President for Planning and Economics, Shell Oil Company. The afternoon session featured a panel of government advisors on energy policy. Charles DiBona, Special Consultant to the President, was the ranking panelist; since he could only spare an hour, he spoke first, taking time to respond to questions from the audience. For the remainder of the afternoon the panel was chaired by Robert Shepherd, Director, Office of Energy Programs, Department of Commerce, who skillfully used questions collected on cards from the morning audience to get the panel on track before inviting questions from the floor. The other panelists were: John Knobel, NSC Staff; Frank Mau, Office of Fuels and Energy, Department of State; and James West, Staff Assistant to the Assistant Secretary of the Interior for Energy and Minerals.

Shell Oil Company provided the services of Mr. Doig free of charge, even paying for his transportation to and from Houston as well as other costs incident to his trip.



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F. Briefings

During the period 17-23 May, OTR faculty members gave nine briefings including the following:

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--- 22 May, on the Agency's role in the Intelligence Community, for a group of 12 officers representing various agencies concerned with the narcotics problem, at the FSI sponsored course in Rosslyn.

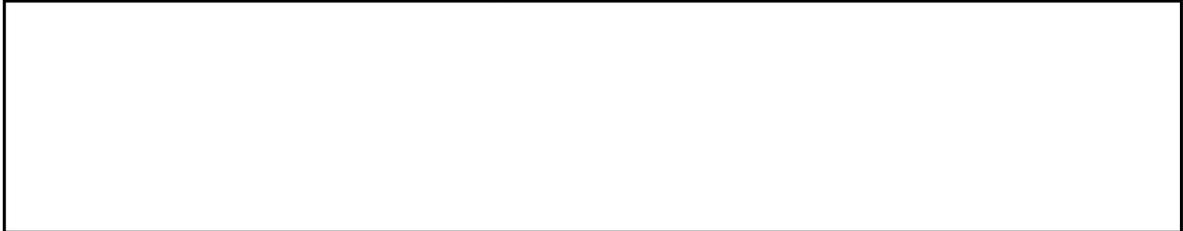
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**II. Upcoming Developments**



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**B. Basic Operations Course**

Preparations are under way to conduct the final comprehensive exercise for the course, 21-28 June, [redacted]. One of the instructors was in [redacted] 17-21 May making preliminary arrangements.

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**C. Fundamentals of Supervision and Management**

Two special runnings of the course will be given during June to reduce the current backlog of applicants. The first is scheduled for the week of 18 June; the second, the week of 25 June is for 37 NPIC employees. Both classes will be held in the Chamber of Commerce building. The next regularly scheduled course is scheduled from 17-21 September.

**D. Attendance at National War College**

The National War College has formally accepted the nomination of [redacted] DDO/AP, as a substitute for [redacted], O/DCI, for the 1973-74 session which begins in August.

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**Alfonso Rodriguez  
Director of Training**

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